



Focus on Fleet

Fall 2006

A publication of the SC Budget and Control Board
General Services Division
Office of State Fleet Management

There's no such thing as Government money — there is only Taxpayer money.

From the State Fleet Manager

SGFMA Conference

As I write this article we have just returned from the Southeast Governmental Fleet Managers meeting. Every year the conference provides an excellent opportunity for fleet managers to share ideas about what is happening in the automotive and fleet industry. The meeting this year was a resounding success, and a few members of our State Fleet Management staff had the good fortune to participate. It was great to visit with old friends and make a few new acquaintances too. SGFMA remains the best way to get involved with the fleet industry on a regional level while keeping in touch with local vendors and exhibitors. During the business luncheon we had the opportunity to recognize a few special successes of some of our state's fleet programs. (See more highlights and photos in the conference insert.)

Centralization Update

State Fleet Management has been asked by the Budget and Control Board to provide a progress report on the implementation of the recommendations in the Fleet Consultant's Report. The key points of their proposal require agency participation in the following:

- Centralization of the Fleet - Moving from direct agency ownership to leasing vehicles from SFM.
- Disposal of Underutilized Vehicles - Voluntary reduction of underutilized vehicles identified and reported to the Mercury consultants and SFM.

- Management Information System - Studying the alternatives and gathering input from agencies to determine the best SCEMIS replacement, one that will be readily available for use by all state agencies.
- Consolidation of Maintenance - SFM to facilitate discussions with agencies that have maintenance facilities in close proximity to one another for the purpose of eliminating duplicate services.

I encourage you to review your agency's progress on each of these initiatives, all of which are enumerated in the Mercury Associates report (websiteaddress). Our report to the Board will include an accounting of each agency's progress on centralization and the disposal of the underutilized vehicles. It is our sincere desire to promote a philosophy that emphasizes the use of "Best Practices" in managing the state fleet. Your continuing cooperation with SFM will advance these initiatives and help your agency achieve the most efficient and effective fleet possible. As always, we at SFM appreciate your continued support.

— Warren J. McCormack
State Fleet Manager

Sales Tax Rebate for AFVs

Have you bought an Alternative Fuel Vehicle for your agency this Fiscal Year? Or did you buy one last FY that was delivered this Fiscal Year?

If you can answer 'yes' to one of those questions, you can get a rebate on the sales tax paid on that vehicle, up to \$300, from the SC Department of Revenue.

For the purposes of the law (House Bill 4810, Part IB, Section 72, Proviso 72.113(A) (Act No. 397)), an Alternative Fuel Vehicle is:

1. A Flex-fuel Vehicle capable of using E-85 (85% gasoline, 15% ethanol)
2. A hydrogen fuel-cell vehicle
3. A plug-in hybrid gasoline-electric vehicle

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Inside Focus on Fleet:

- The Annual Motor Vehicle Management Review
- Sales tax rebates for Alternative Fuel Vehicles
- Maintenance Facility Certification Review Schedule for FY2007
- Fleet Safety Awards
- SCGFMA Conference: Pictures and more
- Staff news

It's the most wonderful time of the year...

Reasons to learn to love the Annual Management Review

Most agencies are happy to cooperate. But what do they get out of it? In this article we will look at a few of the benefits of the Motor Vehicle Management Review.

How am I doing?

The MVMR gives a detailed picture of many aspects of fleet management across the State. The information provided includes the Maintenance Cost per Mile (MCPM), the size of each fleet, and compliance with various State laws and regulations. You can compare your fleet's performance against that of other agencies.

You can also see what State Fleet has been up to for the fiscal year in question.

And how do I do it?

Among the items the MVMR measures are two fairly important numbers: the Shop Labor Rate and the Cost per Mile. One challenge of those measurements is that agencies may calculate those numbers differently from the way State Fleet does.

In the MVMR, you can get a detailed description of how SFM calculates those figures, including what goes into Cost per Mile. For instance, many people naturally put accident costs under Maintenance when figuring CPM, but in fact accidents should be considered an Operational expense. After all, an accident is not a foreseeable expense like a Preventive Maintenance

or other service, but a "surprise" that must simply be handled if and when it happens.

A New Look

This year's Motor Vehicle Management Review will look a little different from years past. First of all, the questionnaire has been substantially revised: for instance, many questions have been eliminated because State Fleet has already collected that information over the course of the year. Since most agencies purchase their vehicles through SFM, it isn't necessary to ask how many vehicles you own; and if you lease through SFM, there certainly isn't any need to count up how many vehicles you lease: we keep up with that information.

You should be receiving your questionnaire forms shortly on paper; they won't be sent out electronically this year except by request. We will be sending the questionnaires to agency heads as well as to our transportation contacts. It is vital that we have your cooperation in preparing this report so that we can present **complete and accurate information** to the Legislature and to the Budget and Control Board.



*Sales Tax Rebate for AFVs
Continued from page 1*

One very important point to remember:

The vehicles must be purchased in South Carolina.

There aren't many hydrogen-powered cars dashing around the state, but there are MANY E-85 capable Flex-Fuel Vehicles. So, if you have received one of these types of vehicles in the days since July 1, 2006, you may be entitled to a rebate on the State sales tax.

To apply for your rebate(s), use the Department of Revenue form designated for this purpose. The law says we have to use their form. For your convenience, we have posted the form on our own Website under "Forms" and have made the form fillable online. If you have the full version of Adobe Acrobat™, you can save the form with a different name and different values in the fields for each rebate you are seeking.

Unlike most tax credits, State agencies are allowed to claim this benefit as well. State Fleet Management will coordinate the filing of the requests for all State agencies. In order to file, SFM will need copies of the invoices for the vehicles (for non-SFM purchases).

Get your requests in while you can, and don't delay: the proviso allowing the rebates is temporary, and it expires at the end of June, 2007 unless the State legislature reenacts them.

For more information about the Sales Tax rebate, contact Marguerite Gibson at 803-737-1508 or by E-mail at MGibson@gs.sc.gov. For more about AFVs, contact Daniel Youngblood at 803-737-1504 or at DYoungblood@gs.sc.gov.

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Maintenance Facility Certification Reviews for FY 2007

The following maintenance facilities are scheduled for an on-site Certification Review as indicated.

ETV	November 16, 2006	9:00 AM
DOT Spartanburg	November 28, 2006	10:00 AM
Dept. of Corrections	January 17, 2007	9:30 AM
DOT Abbeville	January 23, 2007	10:00 AM
DOT Edgefield	January 24, 2007	10:00 AM
DOT Kershaw	January 31, 2007	10:00 AM
DOT Bamberg	February 13, 2007	10:00 AM
DOT Chester	February 14, 2007	10:00 AM
DOT Barnwell	February 21, 2007	10:00 AM
Forestry Spartanburg	February 27, 2007	10:00 AM
DOT Holly Hill (Orangeburg)	February 28, 2007	10:00 AM
DOT Chesterfield	March 7, 2007	10:00 AM
DOT Charleston	March 13, 2007	10:00 AM
Coastal Carolina	March 20, 2007	10:00 AM
DOT Horry	March 20, 2007	1:30 PM
DOT Dillon	March 21, 2007	9:30 AM
DOT Dorchester	March 27, 2007	10:00 AM
Forestry Walterboro	March 28, 2007	10:00 AM
DOT Georgetown	April 4, 2007	10:00 AM
DOT Aiken	April 5, 2007	10:00 AM
DOT Greenville	April 10, 2007	10:00 AM
DOT Hampton	April 12, 2007	10:00 AM
DOT Jasper	April 17, 2007	10:00 AM
DOT Saluda	April 18, 2007	10:00 AM
Clemson Main	April 24, 2007	10:30 AM
DOT Pickens	April 25, 2007	9:00 AM
DOT Oconee	April 25, 2007	1:30 PM
DOT Anderson	April 26, 2007	9:30 AM
DOT Equipment Depot	May 1, 2007	9:30 AM
DOT Laurens	May 2, 2007	10:00 AM
John De La Howe	May 3, 2007	10:00 AM
DOT Marlboro	May 8, 2007	10:00 AM
USC	May 17, 2007	9:00 AM
DHEC	May 22, 2007	9:30 AM
P. B Harris Psychiatric Hospital	May 23, 2007	10:30 AM
DOT Newberry	May 24, 2007	10:00 AM
DOT Union	May 30, 2007	10:00 AM
SFM	May 31, 2007	9: 00 AM

Questions concerning this schedule should be directed to Ms. Eleese Portee at phone (803) 737-1605 or E-mail EPortee@gs.sc.gov; or Mr. Lin Wright at (803) 737-6398 or E-mail LWright@gs.sc.gov.

FY2006 Outstanding Maintenance Facility Awards

At the Southeastern Governmental Fleet Managers' Association convention in October, State Fleet Management's Maintenance Team Leader **El ease Portee** announced that the Outstanding Maintenance Facility Award would go to the Department of Transportation's Cherokee County Maintenance Shop and also to the DOT's Richland County Maintenance Shop.

Arthur "Buddy" Fleming and Resident Maintenance Engineer Donald Blizzard, both from DOT Richland, are pictured at right, receiving their award from State Fleet Manager Jeff McCormack.

Photo: Lin Wright.



FY2006 Safety Award Winners



Debbie Cannon of the College of Charleston accepts the Fleet Safety Award for Best Small Agency for Fiscal Year 2006.

At the October meeting of the South Carolina Governmental Fleet Managers' Association, State Fleet handed out its annual Fleet Safety Awards. Fleet Safety Awards are presented based on an agency's Accident Frequency Rate (AFR). The AFR is calculated as the number of accidents per million miles driven.

The Fleet Safety Awards for FY 2006 were presented to the following agencies.

- **Best Small Agency:** Workers Compensation Commission (232,000 miles driven with an AFR of 1.79)

- **Best Medium Agency:** Adjutant General (400,000 miles driven with an AFR of 0.00)
- **Best Large Agency:** SC Department of Parks, Recreation and Tourism (2.4 million miles driven with an AFR of 0.00)
- **Most Improved Agency:** College of Charleston (39,000 miles driven with an AFR of 0.00)

The Award to the College of Charleston was received by **Debbie Cannon** at the convention; **Robert Hammond** accepted the award on behalf of the Department of Parks, Recreation and Tourism.



Robert Hammond from the Department of Parks, Recreation and Tourism accepts the safety award from State Fleet Manager Jeff McCormack.



Daniel Youngblood receives the Bill Nix Award on behalf of State Fleet from Jimmy Brown, president of SGFMA.

State Fleet wins Bill Nix Award

At the SGFMA convention, State Fleet didn't just hand out awards — it also received the prestigious Bill Nix Award for innovation in fleet management.

SFM was selected for the award this year because of an innovation by the members of the Compliance and Administration Team. The Inventory Section of the Team worked together with the Department of Motor Vehicles to install a tag and title substation at State Fleet. See the story opposite for more details.

The Bill Nix Award is named in memory of the long-serving Fleet Manager of Clemson University. It is presented every year at the SGFMA convention. For more information on this and other SGFMA awards, see the SGFMA Web site at <http://www.scgfma.org>.

Good Things Come to Those Who Wait

In Fiscal Year 2006 State Fleet Management purchased over 1,800 vehicles. The average time it took to go through the process to get a license plate, registration card and fuel card was two to three weeks. Beginning in August 2006, the State Fleet Management Compliance and Administration team has enhanced this service.

The old saying that "Good things come to those who wait" has certainly proved true in this case. Linda Watts, who served until May 2006 as State Fleet's Supply Manager, set the project in motion in 2003 by making the initial contacts. After further progression of technology, the Compliance and Administration team, under the guidance of Team Leader Daniel Youngblood and new Supply Manager Marguerite Gibson, once again put the substation on track. Through a series of phone calls, E-mails and meetings, the substation was set to become reality. Before the project was implemented, the Department of Motor Vehicle placed a computer at SFM's Atrium office that connects with the DMV's Phoenix system to issue the tags and registrations. Members of the Compliance and Administration team went to a day-long training session at the DMV office in Blythewood.

Through the combined efforts of SFM, the DMV and the General Services Division, the tag and title substation is now in operation. We can now issue SG (State Government), Slow Vehicle and Handicapped license tags and registrations. Some other services we will provide are plate and registration replacement as well as single and bulk driver screening for agencies. In the near future State Fleet Management hopes to issue HP (Highway Patrol) and STP (State Transport Police) tags as well, which will encompass all tag types SFM can process.

What does all this mean for our customers?

The addition of the substation will have a huge impact on the time it takes to get vehicles on the road. Turnaround time will go from two weeks to get a tag and registration to two or three days. In the past, State Fleet Management has ordered and received vehicles only to have them sit at the receiving lot waiting for the tag, registration and fuel card. This was not only an inconvenience for customers waiting on new vehicles, but also a loss of revenue for State Fleet because of the additional vehicle downtime.

With the new substation it is possible to have the tag, registration and fuel card waiting when the vehicle arrives. This means that agencies purchasing vehicles will be able to pick up a day or two after the vehicle is delivered to our receiving lot. Customers needing replacement tags or duplicate registrations may even be processed the same day, which will greatly reduce their vehicle downtime.

The tag and title substation represents a significant improvement in the speed with which State Fleet Management can provide registration services. Through continuing developments with the substation and its capabilities, we hope to provide ever better service to our customers.

Scenes from SGFMA



Every year, the South Carolina Governmental Fleet Managers Association (SCGFMA) holds its convention. This October the meeting was held at the Myrtle Beach Convention Center.

A convention-goer wears a contented smile in the Exhibit Hall at the SGFMA convention, 1 October 2006.



The logo for the newly renamed Southeast Governmental Fleet Managers Association.

The Association has changed its name this year: it is now called the **Southeast Governmental Fleet Managers Association**. This change reflects the organization's decision to include governmental fleet managers from North Carolina, Georgia and Florida in addition to those in South Carolina.

The SCGFMA conference presents an opportunity for Fleet Management professionals from State, Regional, County and Municipal governments in South Carolina to exchange ideas and experiences. The convention also hosts presentations from vendors and from other Fleet Management professionals.

Here are a few images from the gathering.



SFM Maintenance Team Leader Elease Portee and Operations Team Leader Jimmy Lever listen attentively to a presentation at the SGFMA meeting.

General Services Division
State Fleet Management
140 Stoneridge Drive, Suite 650
Columbia, SC 29210-8257



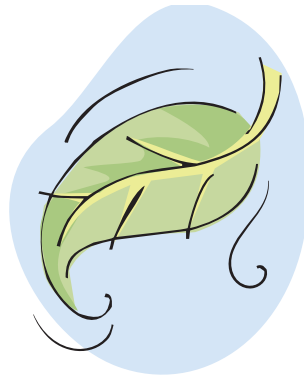
Arrivals...

State Fleet welcomes a new CVRP contract specialist, **Brandi Smith**, who joined the organization in August. Brandi graduated from Nashville Auto Diesel College with an **Associate's Degree in Automotive Technology**. She also has **ASE certifications** in brakes, steering and suspension, and heating and air conditioning.

Brandi continues the CVRP's tradition of hiring technicians who possess vehicle knowledge that is creditable and respected by mechanics in the field.

...Departures...

Former Accident Coordinator **Barbara Sellers** has left State Fleet for a position in the private sector. **Wanda Ariail** of Business Services will be taking over her duties on the Operations Team for the moment.



Johnette Griffin of the Inventory Section (part of the Compliance and Administration Team) has resigned from State Fleet Management. We wish her well in future endeavors.

...and Transfers

Marie Orris has moved from **Accounts Payable** (now part of the Compliance and Administration Team) to the CVRP area, where she is processing Call Orders in tandem with **Keith Watts**.

Raymond Roland, formerly a CVRP procurement specialist, is now part of the Operations Team, serving as assistant to Team Leader Jimmy Lever.

In the next issue of Focus on Fleet:

- More on Centralization progress
- Winthrop University pleased with new vehicle fleet
- Driver Training Schedule

The next issue is due 15 January.